

Solicitation No.: DOC52PAPT0601003
Solicitation Title: Public Search Facility Library Support Services

Subject: Questions and Answers

- Q1. Is there a walk-through scheduled for potential bidders?
A1. No.
- Q2. What are the evaluation factors?
A2. Please refer to Section M.7 Relative Importance of Evaluation Factors and Best Value Determination.
- Q3. Are there any Standard Operation Procedures (SOP) for tasks associated with the SOW?
A3. No.
- Q4. Should the narrative for each contract referenced be in the body of the proposal or in the questionnaire?
A4. In the body.
- Q5. What is the total number of loose patents delivered from the USPTO each week?
A5. Less than 5 per month.
- Q6. How many public visitors visit each of the offices per week?
A6. 100 to 150 per day visit the Public Trademark Search Facility and the Public Search Room.
- Q7. Does the contract fall under the Service Contract Act?
A7. Yes. We will amend the solicitation accordingly. See solicitation Amendment 1 and Attachment 1.
- Q8. Questions 1, 2 and 3 in the Past Performance Questionnaire are biased toward the incumbent and should be removed from the questionnaire.
A8. Questions 1 and 2 will remain but have been reworded. Question 3 has been removed. We will amend the Past Performance Questionnaire accordingly. See solicitation Amendment 1 and Attachment 2.
- Q9. What is the archival guidance for the various items maintained in the PSF?
A9. There is no archival guidance.
- Q10. Does the PSF contractor staff uses the TRAM or another tracking system to maintain and update the PSF inventory? What system does the public use to conduct searches? Does the contractor staff use the same system so update the inventory? How often and in what capacity do they use this system?(i.e. does the system track the location of the file within the PSF?) Is the contractor staff

- required to update the system when newly issued patents are received in inventory in the PSF?
- A10. The PSF staff does not use TRAM or any other tracking system to maintain and update the PSF inventory. The systems used by the public to conduct searches are not relevant to this contract. The contractor staff is not required to update any electronic systems.
- Q11. The SBA size standards for some NAICS codes will be changing on January 4, 2006. Will PTO please verify the size standard that will be in effect when proposals are due on January 5, 2006?
- A11. The NAICS code for this acquisition is 519120. Because the solicitation was issued before January 5, 2006, the applicable size standard is \$6,000,000.00.
- Q12. The scope of work identified in the SOW would seem to imply the work will require primarily clerical labor category positions that would be appropriately governed by the Service Contract Act. Are the relevant Service Contract Act clauses meant to be incorporated in this RFP?
- A12. The Service Contract Act was incorporated in Amendment 1 of the solicitation. Amendment 2 of the solicitation will also include FAR Clauses 52.222-42 and 52.222-43.
- Q13. We understand that PTO has evolved to electronic patent processing. In order to afford all bidders the best opportunity to estimate scope, can PTO provide details on how many records are processed electronically and how many are still paper-based activities (for each of the SOW sections)?
- A13. The quantities described Section C reflect the current workload with respect paper-based and microfilm documents.
- Q14. How does the advent of electronic patents impact the workload of the PSF? Does the PSF make available hardcopies of the patents that have been electronically processed? What is the requirement for this contract in handling electronically approved patents?
- A14. Proposals are to be based on the USPTO's current processes, as reflected by Section C of the RFP. Should these processes change in a way that affects the contractor's performance, appropriate adjustments will be made in accordance with the terms of the contract.
- Q15. Will PTO list the current number and types of labor categories for the incumbent contractor and its subcontractors? What is PTO's expectation for change to the required contractor labor force?
- A15. No. None.
- Q16. The Section L proposal instructions (P. 44, L.3.1 a-c) only address portions of SOW C. 4 (trademarks) and C.5 (express window); there's nothing on C.3 (patents, microfilm, etc.) or C.6 (miscellaneous). Would PTO like to provide proposal instructions for each of the missing sections?

- A16. All required evaluation factors are listed in Section L.
- Q17. Would PTO like to revise the numbering of items in Sections B to map to the items in Sections C.3 – C.6?
- A17. Section B will remain as is.
- Q18. What equipment is made available to the PSF contractor staff to accomplish the binding process? What supplies are required to support this process?
- A18. All equipment and expendable supplies required to create the patent bound volumes are supplied by the USPTO. See C.2 of the SOW.
- Q19. Is the creating of trademark bound volumes a requirement of this contract? If so, it does not appear to be addressed in the SOW. Please clarify.
- A19. No. See C.4.2 of the SOW.